eDangerous Cargo Free Zone (eDCFZ)

eDCFZ User Manual for Agent Registration Module

Prepared by Dagang Net Technologies
Version 1.0

Updated: 21 May 2013

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Section 1. Introduction

1.1. What is eDCFZ?

The eDCFZ system is to enable the Free Zone Authority and the Department of Dangerous Goods to improve the processing and approval of the Free Zone and Dangerous Goods applications within the Port Klang Free Zone via a web portal. The main function of this system is to facilitate the processing of documents of Dangerous Goods and Free Zone. Implementation of eDCFZ will help streamline the trading process in line with the vision of the Port Klang Free Zone Authority and in the anticipation of the government's vision of improving the ease of doing business in Malaysia.

1.2. How Does eDCFZ Benefit Me?

- Improve the processing and clearance time of cargo. Enable the Port Users information transparency for cargo movement in the port.
- Preparation of documents accurately and correctly and on time.
- Regulate documents and trading practices.
- Reduce manual processes, paper usage, transit time and costs.
- Facilitate data sharing with agencies, ports and other government agencies involved.
- Facilitate communication with trading partners through the National Single Window (NSW) and other systems.

1.3. Requirements To Use eDCFZ

eDCFZis a web based application. Therefore, there is no installation required. All is needed are:

- User is registered with Dagang Net eDCFZ services.
- Personal Computer / Laptop / Notebook installed with web browsers as follows:
  - Internet Explorer version 8 and above
  - Chrome version 10 and above
- Internet Connection

1.4. Who Should Read This Publication?

This publication (or topic collection) is intended eDCFZ.

1. **Agent Registration Module**

   Enabling agents to register online via eDCFZ Portal. Agents are able to view their application status as well upload supporting document if requested by Port Kelang Authority (PKA).

2. **Administrator Module**

   Enable the PKA administrator to maintain master data for eDCFZ application

3. **Dangerous Cargo Module**

   Enable the Dangerous Goods Department users to perform backend approval for Dangerous Cargo declaration.

4. **Free Zone Module**

   Enable the Free Zone Department users to perform backend approval for Free Zone declaration.

5. **Other Government Agencies (OGA's) Module**

   Enable the OGA's to provide permit endorsement for Dangerous Cargo and Free Zone Declaraations.

6. **Port Operator Module**

   Enable the Port Operator to view the declaration status and release the cargo based on the status.

7. **Report Module**

   Enable the PKA officers to generate transaction reports

1.5. About This Publication

This publication documents is to provide overview on how Agent manage maintenance view for eDangerous Cargo Free Zone (eDCFZ) and deeper understand eDCFZ System with step by step help.

1.6. eDCFZ Publications

Get the right publications based on your eDCFZ service subscription by referring to the table 1.

Publication Title
eDCFZ User Manual For Administrator
eDCFZ User Manual For Agent Registration
eDCFZ User Manual For Free Zone
eDCFZ User Manual For Declaration Cargo
ePe eDCFZ User Manual For Report

1.7. Support Information

Should there are any issues arise from using eDCFZ, please contact Dagang Net's Careline;

1.8. References

None

1.9. Inquiries

If you have questions or comments regarding this document, please contact:

Name: Saraswathi Sandren

Position: System Analyst

Department: Technology Division

Email: saraswathi@dagangnet.com

Section 2. Getting Started With eDCFZ

2.1. Log in

Before logging in, you must ensure that you have the correct username and password.

- You may login via https://edcfz.pka.gov.my
- eDCFZ is supported by Internet Explorer 6 or higher.

To login, please follow the steps below:

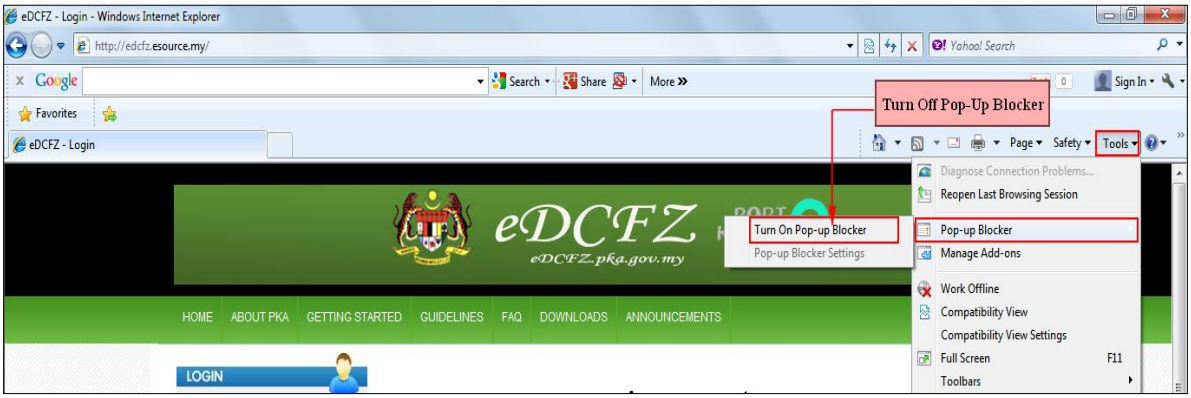
Step 1 Launch Internet Explorer Browser

1. In your PC desktop, double click the Internet Explorer (IE) to launch it.

Step 2 Enter URL (Uniform Resource Locator) At Address Bar

1. In Internet Explorer, go to address bar.
2. Enter: https://edcfz.pka.gov.my

Step 3 Disabling Pop up Blocker

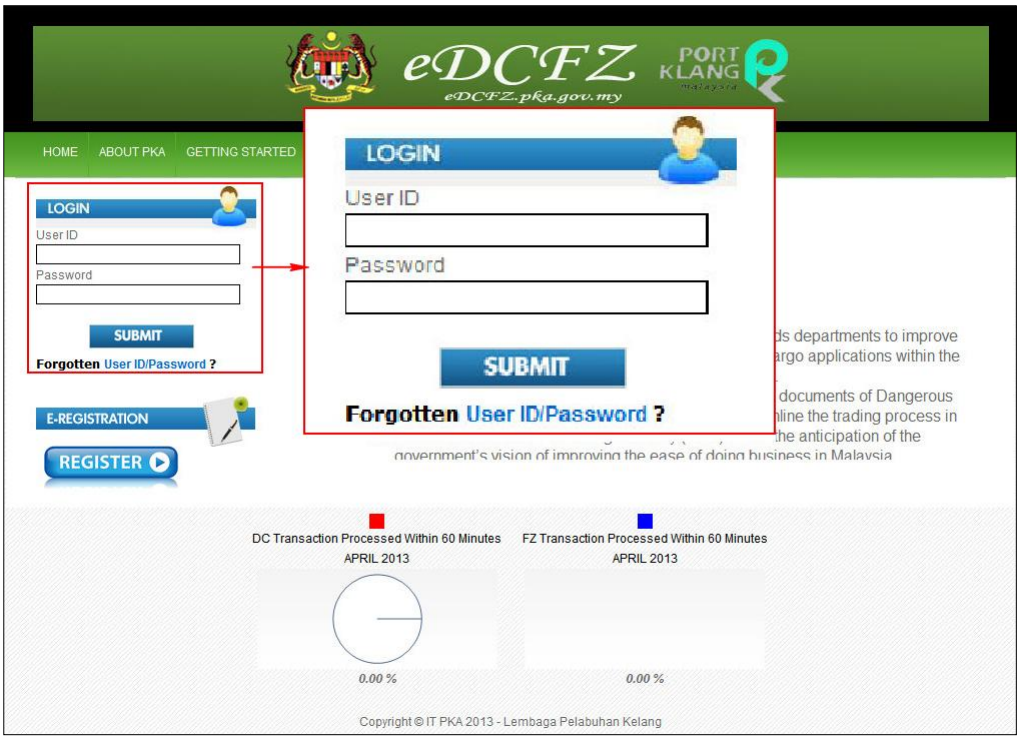


1. From the toolbar, select Tools > Pop-up Blocker > Turn off Pop-up Blocker to disable the Pop-up Blocker.

Step 4 eDangerous Cargo Free Zone (eDCFZ) Front Page

eDCFZ
eDCFZ.pka.gov.my
PORT KLANG
HOME ABOUT PKA GETTING STARTED GUIDELINES FAQ DOWNLOADS ANNOUNCEMENTS
LOGIN
User ID
Password
SUBMIT
Forgotten User ID/Password ?
E-REGISTRATION
REGISTER
Announcements
The eDCFZ system is to enable Free Zone and Dangerous Goods departments to improve the processing and approval of the Free Zone and Dangerous Cargo applications within the Port Klang Free Zone via a web portal.
The main function of this system is to facilitate the processing of documents of Dangerous Cargo and Free Zone. Implementation of eDCFZ will help streamline the trading process in line with the vision of the Port Klang Authority (PKA) and in the anticipation of the
DC Transaction Processed Within 60 Minutes
APRIL 2013
FZ Transaction Processed Within 60 Minutes
APRIL 2013
0.00 %
0.00 %
Copyright © IT PKA 2013 - Lembaga Pelabuhan Kelang

1. You may seen the **LOGIN** in the left hand side of eDCFZ FrontPage as shown below;

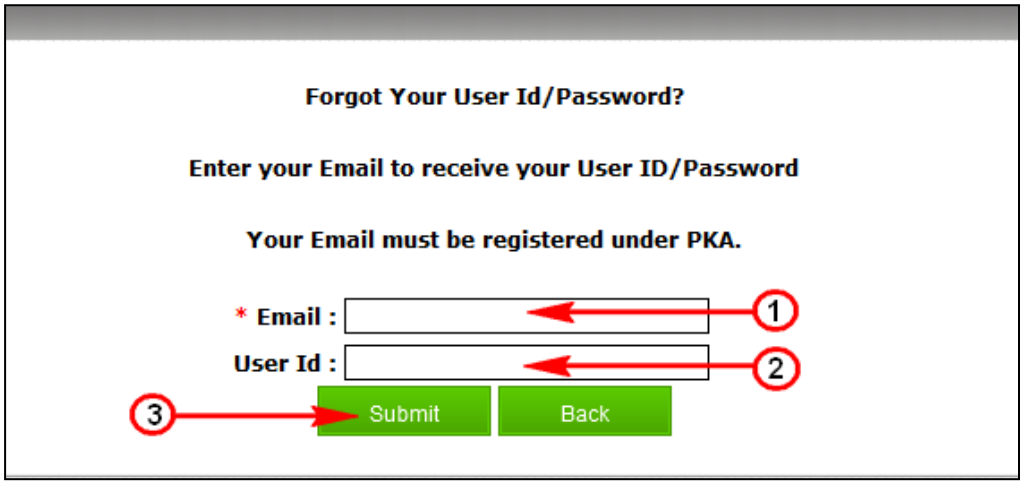


Step 5 Enter Username and Password

1. Enter User ID field.
2. Enter Password field.
3. Click on the SUBMIT button to access the system.
4. The main screen of system will display.

2.2. Password Recovery

1. Click User ID/Password hyperlink to create new password.
2. Password screen recovery screen appear.

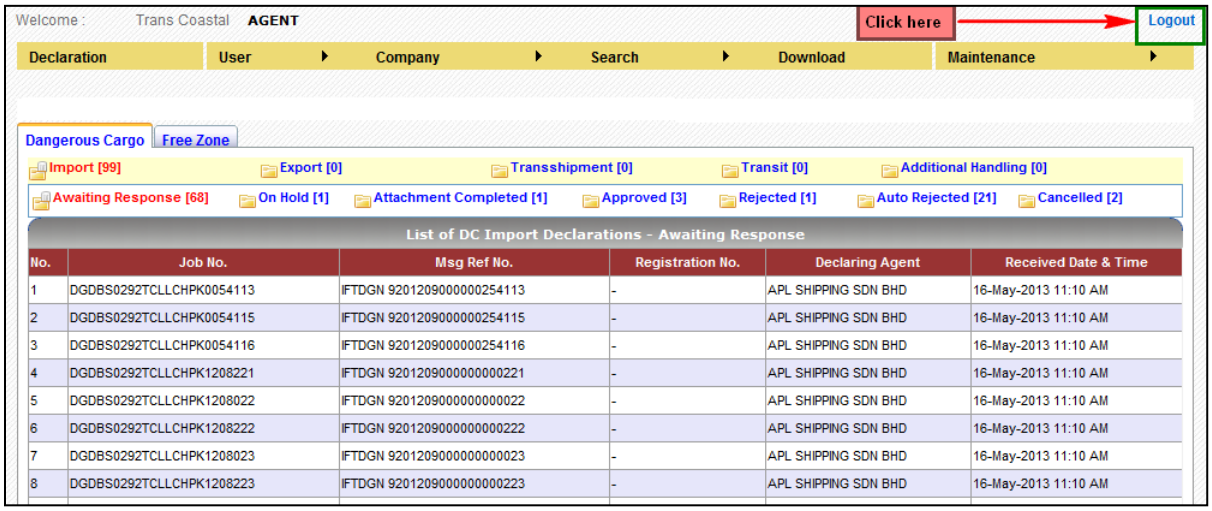


1. Enter Email field.
2. Enter User Id field.
3. Click on the Submit button to receive the email with login information.

2.3. Log Out

Once done with the system administrative tasks, you are advised to logout from eDCFZ.

To logout, please follow the steps below:



No.	Job No.	Msg Ref No.	Registration No.	Declaring Agent	Received Date & Time
1	DGDBS0292TCLLCHPK0054113	IFTDGN 9201209000000254113	-	APL SHIPPING SDN BHD	16-May-2013 11:10 AM
2	DGDBS0292TCLLCHPK0054115	IFTDGN 9201209000000254115	-	APL SHIPPING SDN BHD	16-May-2013 11:10 AM
3	DGDBS0292TCLLCHPK0054116	IFTDGN 9201209000000254116	-	APL SHIPPING SDN BHD	16-May-2013 11:10 AM
4	DGDBS0292TCLLCHPK1208221	IFTDGN 9201209000000000221	-	APL SHIPPING SDN BHD	16-May-2013 11:10 AM
5	DGDBS0292TCLLCHPK1208022	IFTDGN 9201209000000000022	-	APL SHIPPING SDN BHD	16-May-2013 11:10 AM
6	DGDBS0292TCLLCHPK1208222	IFTDGN 9201209000000000222	-	APL SHIPPING SDN BHD	16-May-2013 11:10 AM
7	DGDBS0292TCLLCHPK1208023	IFTDGN 9201209000000000023	-	APL SHIPPING SDN BHD	16-May-2013 11:10 AM
8	DGDBS0292TCLLCHPK1208223	IFTDGN 9201209000000000223	-	APL SHIPPING SDN BHD	16-May-2013 11:10 AM

1. Click the **Logout** button to logout from eDCFZ.

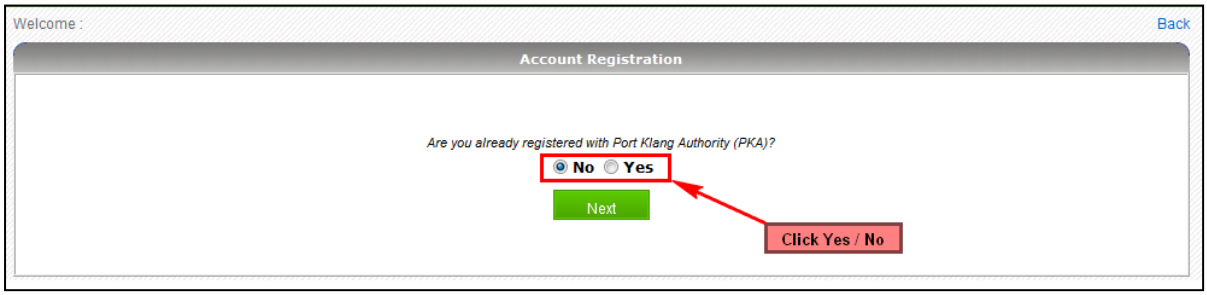
Section 3. Agent Registration

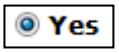
3.1. New Registration

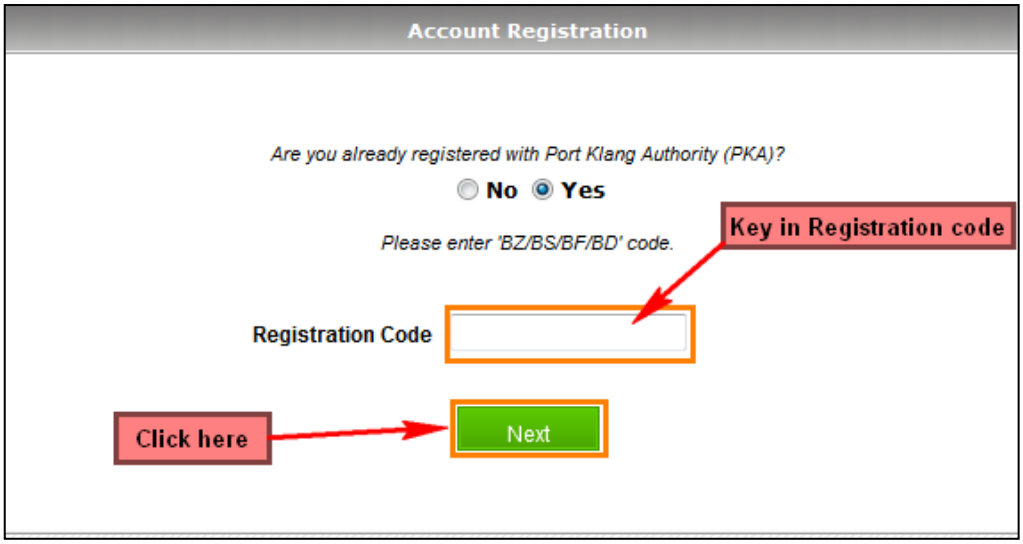
To become as registered agent, the agent must apply through eDCFZ Portal.

To register as agent, please follow the steps below:

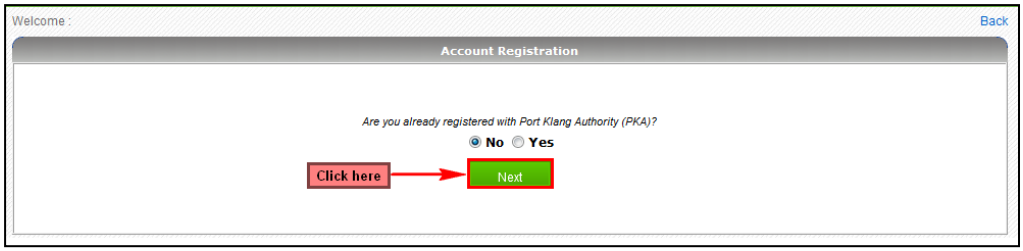
1. Click on the button.
2. The Account Registration screen will be displayed.



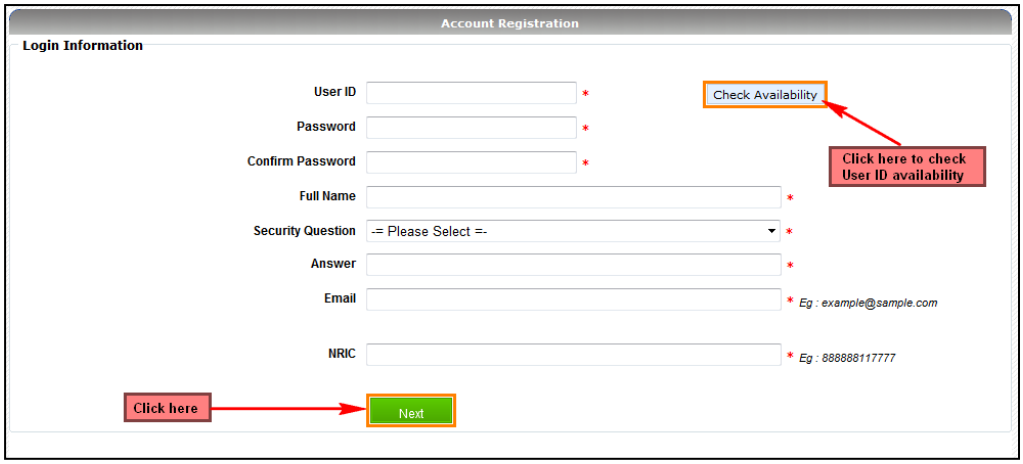
1. If the agent is a new user of PKA, click on the radio button.
2. If the agent already registered with PKA, click on the  radio button.



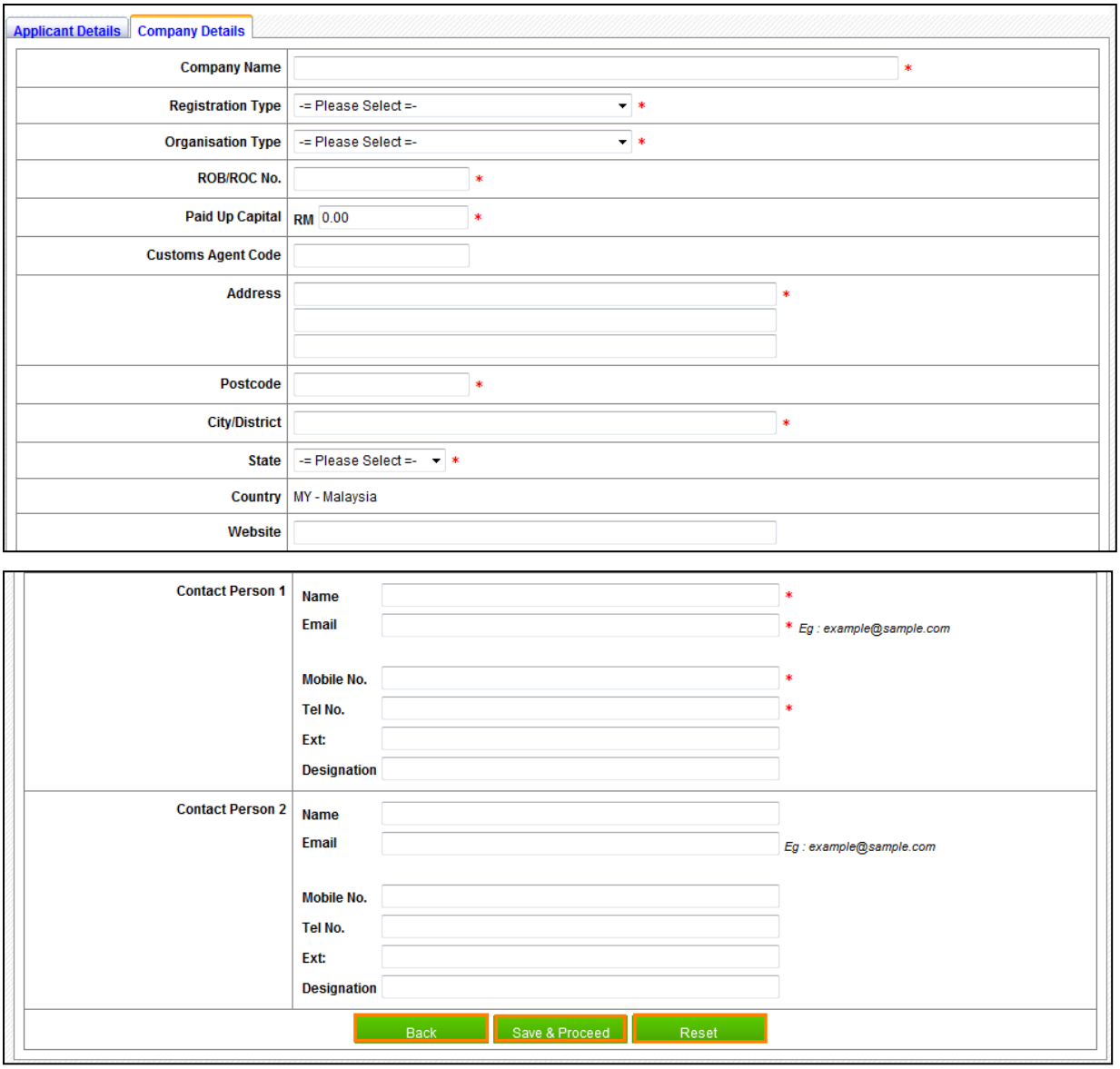
1. If the radio button is selected, existing registration code is required to key in.



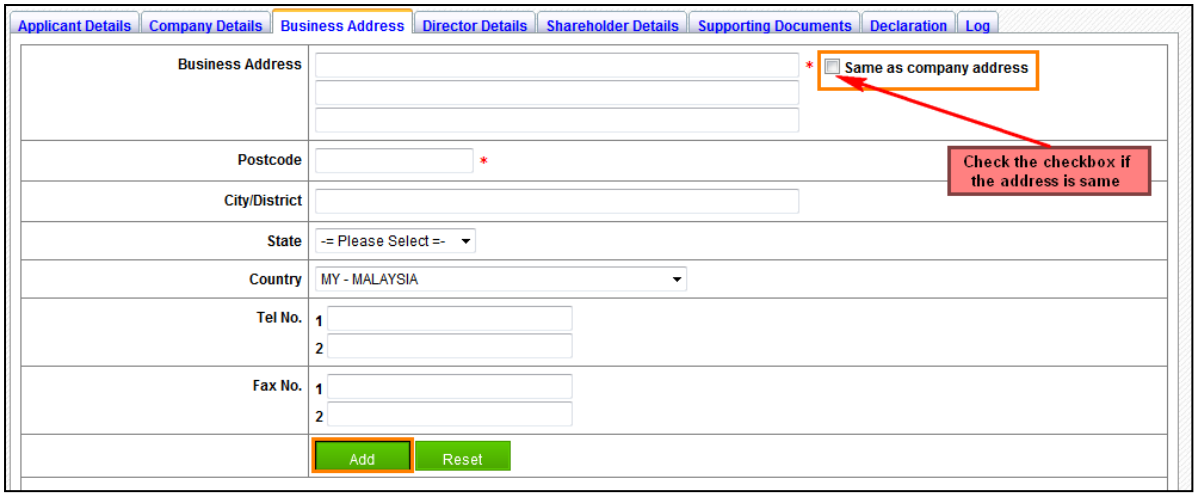
1. Click on the button.
2. Login Information page will be displayed.



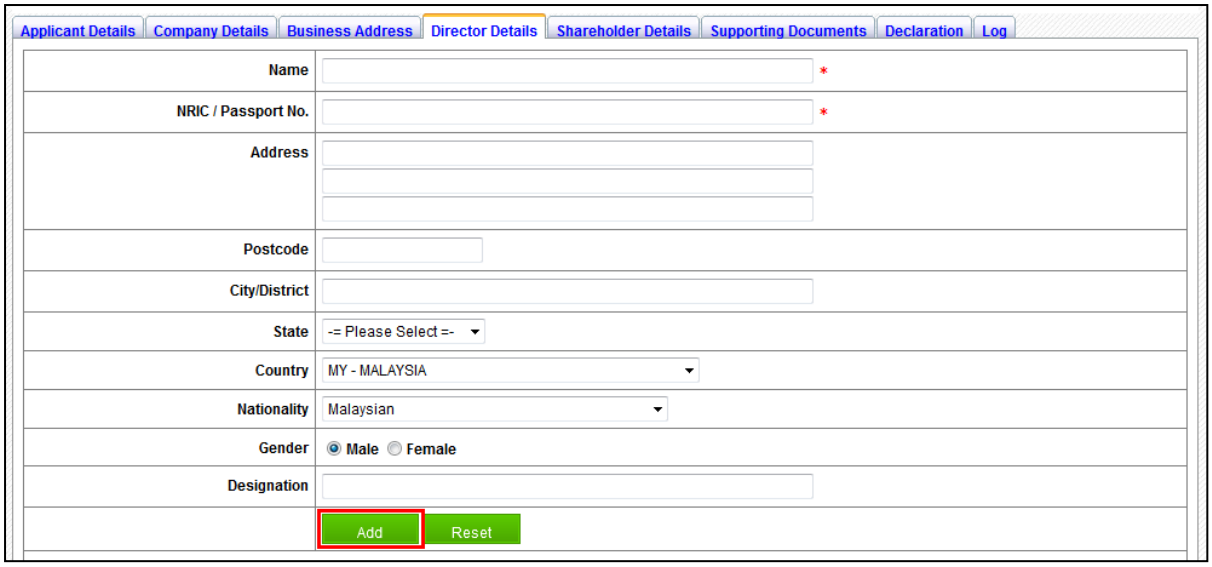
1. Click on the Check Availability button to check User ID availability.
2. Key in all mandatory (*) fields.
3. Click on the Next button.
4. Company Details page will be displayed.



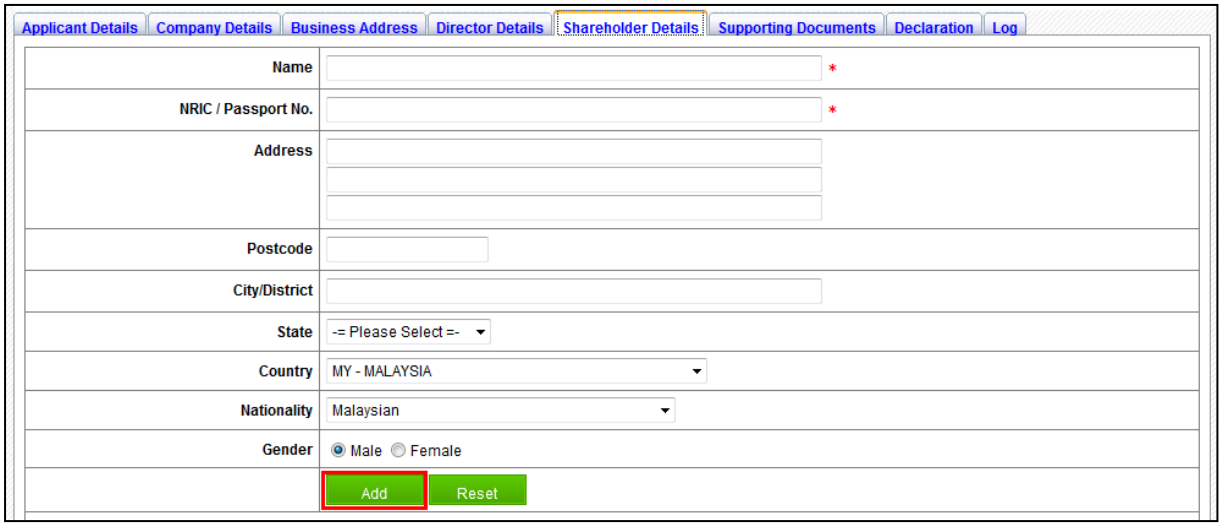
1. Key in all mandatory (*) fields.
2. Click on the Back button to return to previous page.
3. Click on the Save & Proceed button, Business Address page will be displayed.
4. Click on the Reset button to clear the fields.



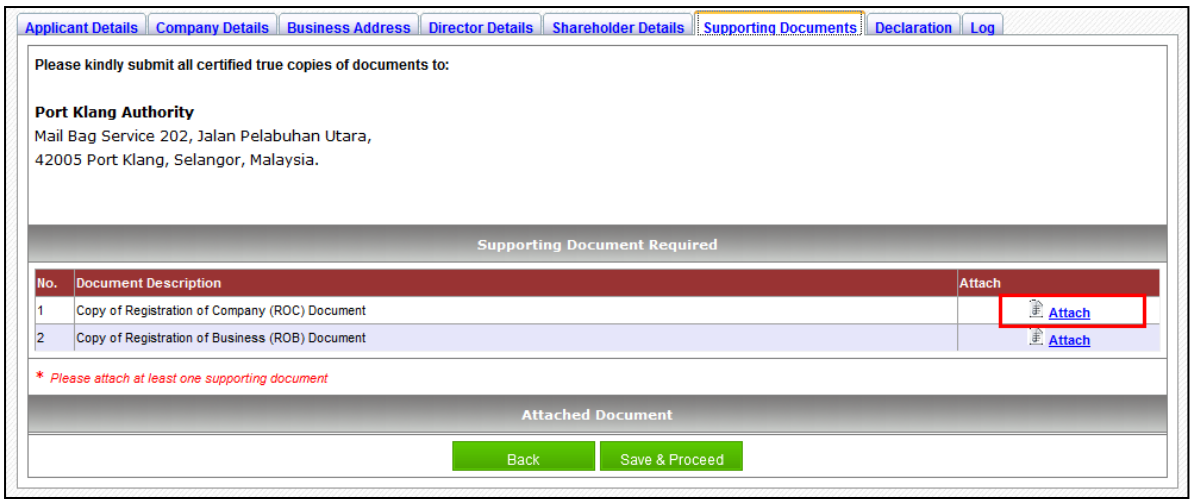
1. Key in all mandatory (*) fields.
2. Tick the check box ( ), if the business address same as company address.
3. Click on the Add button.
4. Business address will be added to the listing
5. Click on the Save & Proceed button, Director Details page will be displayed.



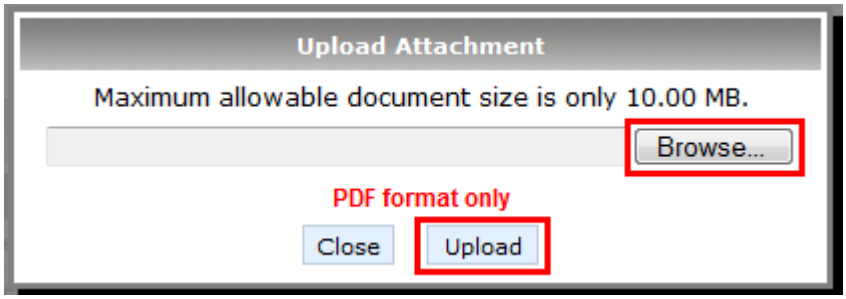
1. Key in all mandatory (*) fields.
2. Click on the Add button.
3. Director Details will be added to the listing
4. Click on the Save & Proceed button, Shareholder Details page will be displayed.

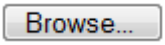


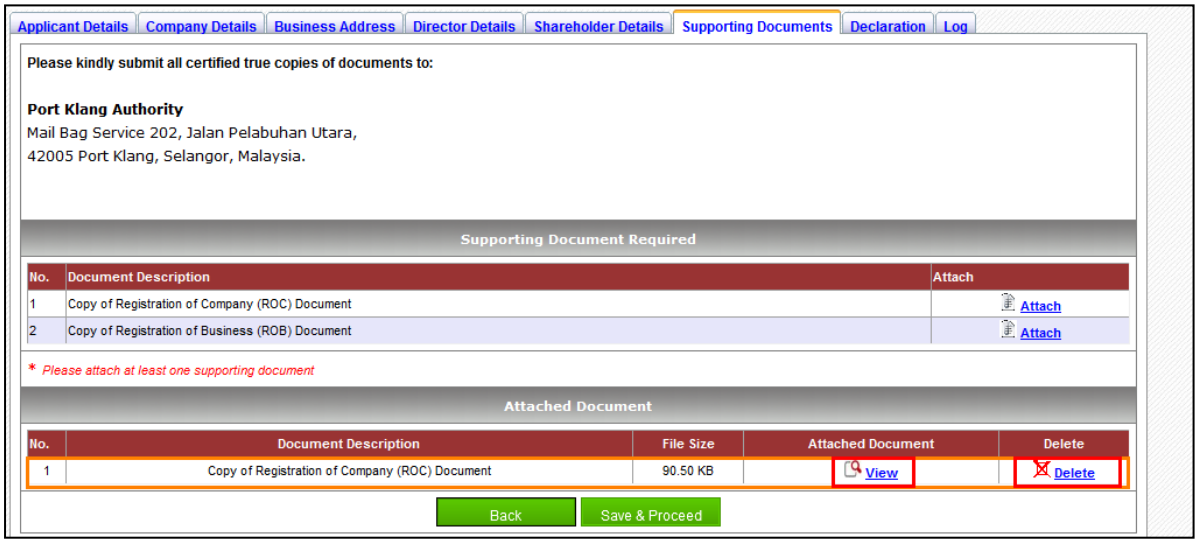
1. Key in all mandatory (*) fields.
2. Click on the Add button.
3. Shareholder Details will be added to the listing
4. Click on the Save & Proceed button, Supporting Documents page will be displayed.



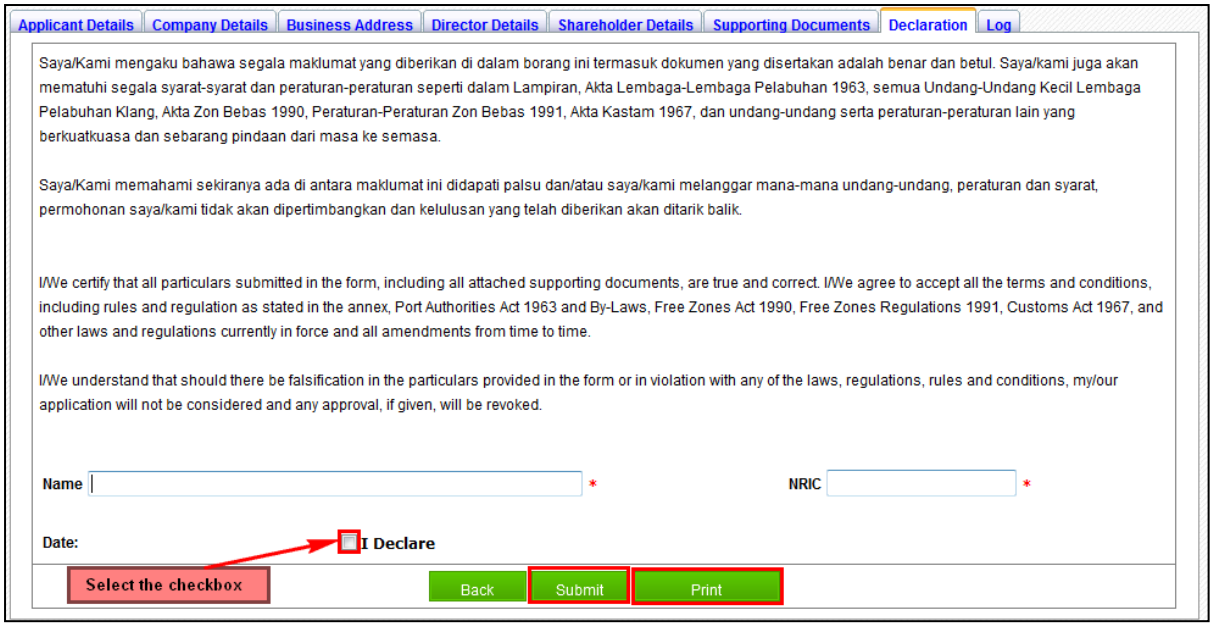
1. Click on the link.
2. A pop up window to upload ducoment will be displayed.



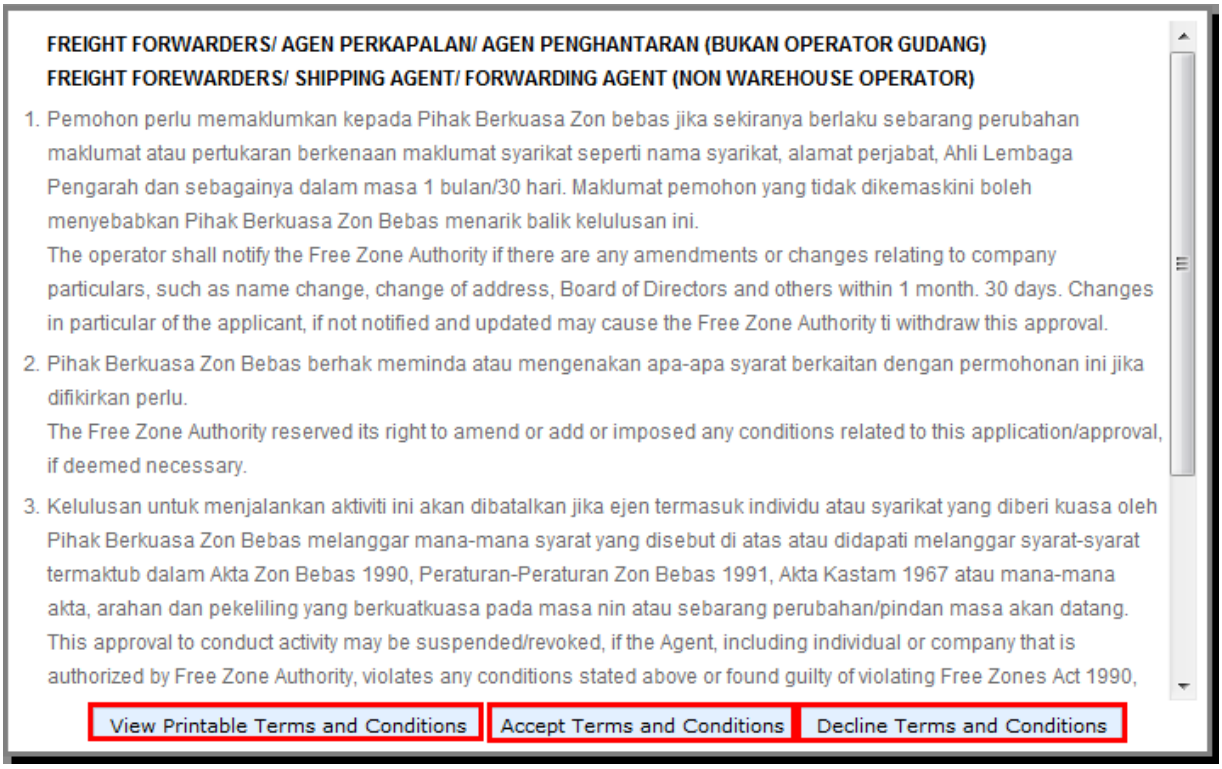
1. Click on the  button.
2. A pop window to select the file will be displayed.
3. Select the file from directory.
4. Only the file with .pdf format and less than 10MB is allowed to attach.
5. Click on the button
6. Attched file will be displayed in Supporting Documents listing.



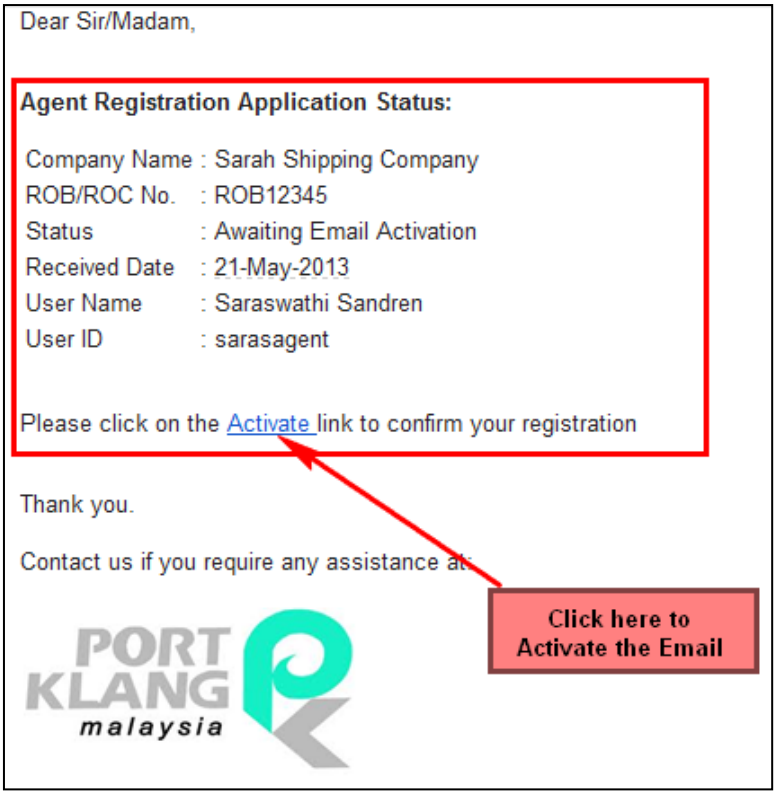
1. Click on the link.
2. The attached file will be displayed for viewing.
3. Click on the link.
4. The attched file will be deleted from the listing.
5. Click on the button, Declaration page will be displayed.


Applicant Details
Company Details
Business Address
Director Details
Shareholder Details
Supporting Documents
Declaration
Log
Saya/Kami mengaku bahawa segala maklumat yang diberikan di dalam borang ini termasuk dokumen yang disertakan adalah benar dan betul. Saya/kami juga akan mematuhi segala syarat-syarat dan peraturan-peraturan seperti dalam Lampiran, Akta Lembaga-Lembaga Pelabuhan 1963, semua Undang-Undang Kecil Lembaga Pelabuhan Klang, Akta Zon Bebas 1990, Peraturan-Peraturan Zon Bebas 1991, Akta Kastam 1967, dan undang-undang serta peraturan-peraturan lain yang berkuatkuasa dan sebarang pindaan dari masa ke semasa.
Saya/Kami memahami sekiranya ada di antara maklumat ini didapati palsu dan/atau saya/kami melanggar mana-mana undang-undang, peraturan dan syarat, permohonan saya/kami tidak akan dipertimbangkan dan kelulusan yang telah diberikan akan ditarik balik.
I/We certify that all particulars submitted in the form, including all attached supporting documents, are true and correct. I/We agree to accept all the terms and conditions, including rules and regulation as stated in the annex, Port Authorities Act 1963 and By-Laws, Free Zones Act 1990, Free Zones Regulations 1991, Customs Act 1967, and other laws and regulations currently in force and all amendments from time to time.
I/We understand that should there be falsification in the particulars provided in the form or in violation with any of the laws, regulations, rules and conditions, my/our application will not be considered and any approval, if given, will be revoked.
Name
*
NRIC
*
Date:
I Declare
Select the checkbox
Back
Submit
Print

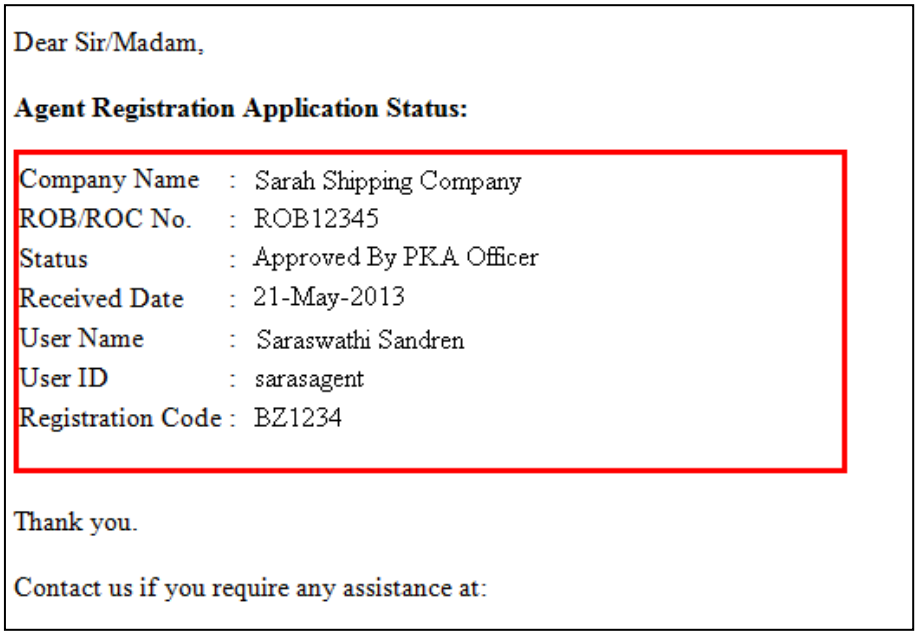
1. Key in all mandatory (*) fields.
2. Tick the check box ( ).
3. Click on the Submit button.
4. Accept/ Decline the Terms & Condition pop up window will be displayed.
5. Click on the Print button, to print the Agent Registration form.


FREIGHT FORWARDERS/ AGEN PERKAPALAN/ AGEN PENGHANTARAN (BUKAN OPERATOR GUDANG)
FREIGHT FOREWARDERS/ SHIPPING AGENT/ FORWARDING AGENT (NON WAREHOUSE OPERATOR)
1. Pemohon perlu memaklumkan kepada Pihak Berkuasa Zon bebas jika sekiranya berlaku sebarang perubahan maklumat atau pertukaran berkenaan maklumat syarikat seperti nama syarikat, alamat perjabat, Ahli Lembaga Pengarah dan sebagainya dalam masa 1 bulan/30 hari. Maklumat pemohon yang tidak dikemaskini boleh menyebabkan Pihak Berkuasa Zon Bebas menarik balik kelulusan ini.
The operator shall notify the Free Zone Authority if there are any amendments or changes relating to company particulars, such as name change, change of address, Board of Directors and others within 1 month. 30 days. Changes in particular of the applicant, if not notified and updated may cause the Free Zone Authority ti withdraw this approval.
2. Pihak Berkuasa Zon Bebas berhak meminda atau mengenakan apa-apa syarat berkaitan dengan permohonan ini jika difikirkan perlu.
The Free Zone Authority reserved its right to amend or add or imposed any conditions related to this application/approval, if deemed necessary.
3. Kelulusan untuk menjalankan aktiviti ini akan dibatalkan jika ejen termasuk individu atau syarikat yang diberi kuasa oleh Pihak Berkuasa Zon Bebas melanggar mana-mana syarat yang disebut di atas atau didapati melanggar syarat-syarat termaktub dalam Akta Zon Bebas 1990, Peraturan-Peraturan Zon Bebas 1991, Akta Kastam 1967 atau mana-mana akta, arahan dan pekeliling yang berkuatkuasa pada masa nin atau sebarang perubahan/pindan masa akan datang.
This approval to conduct activity may be suspended/revoked, if the Agent, including individual or company that is authorized by Free Zone Authority, violates any conditions stated above or found guilty of violating Free Zones Act 1990,
View Printable Terms and Conditions
Accept Terms and Conditions
Decline Terms and Conditions

1. Click on the View Printable Terms and Conditions button, to view printable format of the Terms and Condition.
2. Click on the Accept Terms and Conditions button,to accept the Terms and Condition.
3. Click on the Decline Terms and Conditions button, to decline the Terms and Condition.
4. Email noticafication will be sent to the Agent.


Dear Sir/Madam,
Agent Registration Application Status:
Company Name : Sarah Shipping Company
ROB/ROC No. : ROB12345
Status : Awaiting Email Activation
Received Date : 21-May-2013
User Name : Saraswathi Sandren
User ID : sarasagent
Please click on the Activate link to confirm your registration
Thank you.
Contact us if you require any assistance at:
Click here to Activate the Email
PORT KLANG malaysia

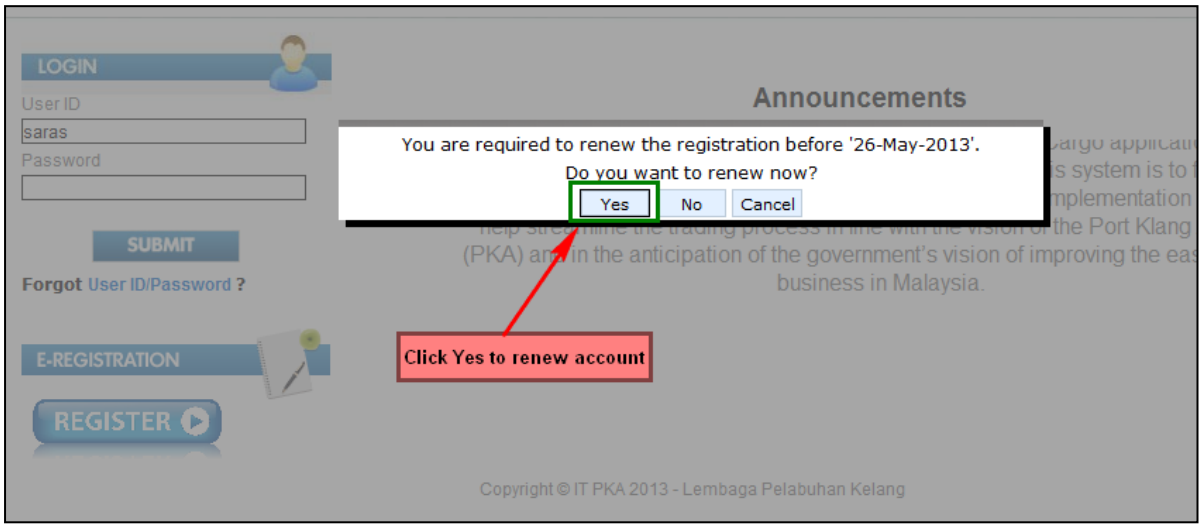
1. Click on the Activate link to activate the email.
2. PKA officer will proceed with registration approval.
3. Once PKA officer approve the registration, the agent able to login to view their declaration details.
4. Email Notification will be sent to agent upon the agent registration approval.

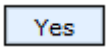

Dear Sir/Madam,
Agent Registration Application Status:
Company Name : Sarah Shipping Company
ROB/ROC No. : ROB12345
Status : Approved By PKA Officer
Received Date : 21-May-2013
User Name : Saraswathi Sandren
User ID : sarasagent
Registration Code : BZ1234
Thank you.
Contact us if you require any assistance at:

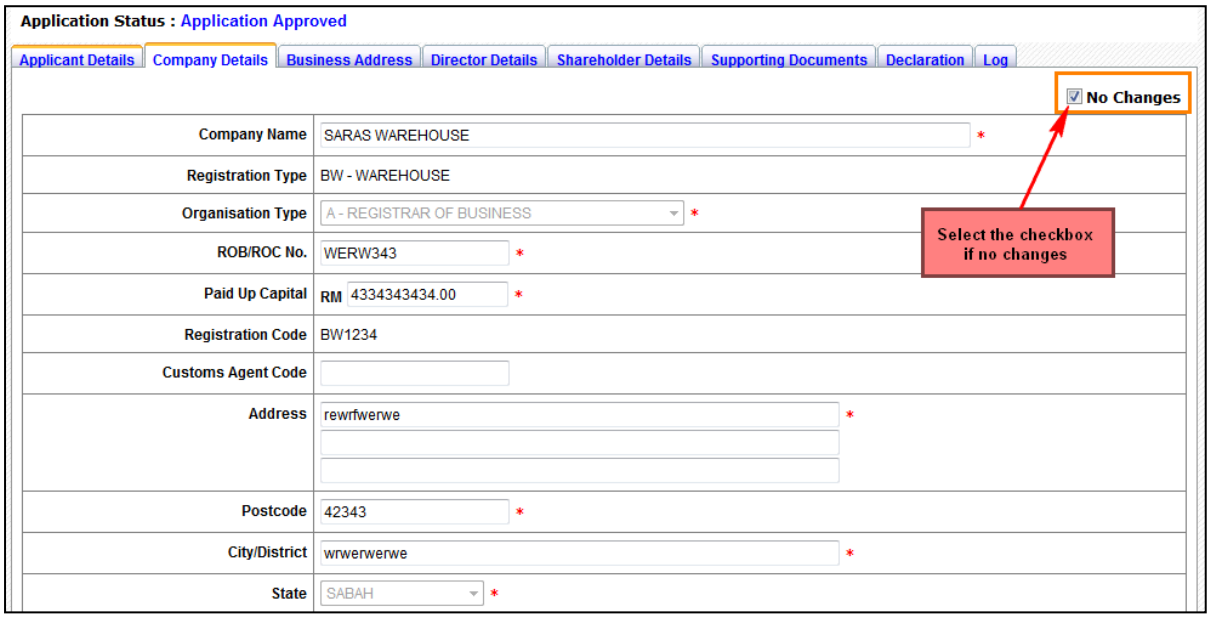
3.2. Agent Registration Renewal

The registered agent required to renew their account before the expiry date.

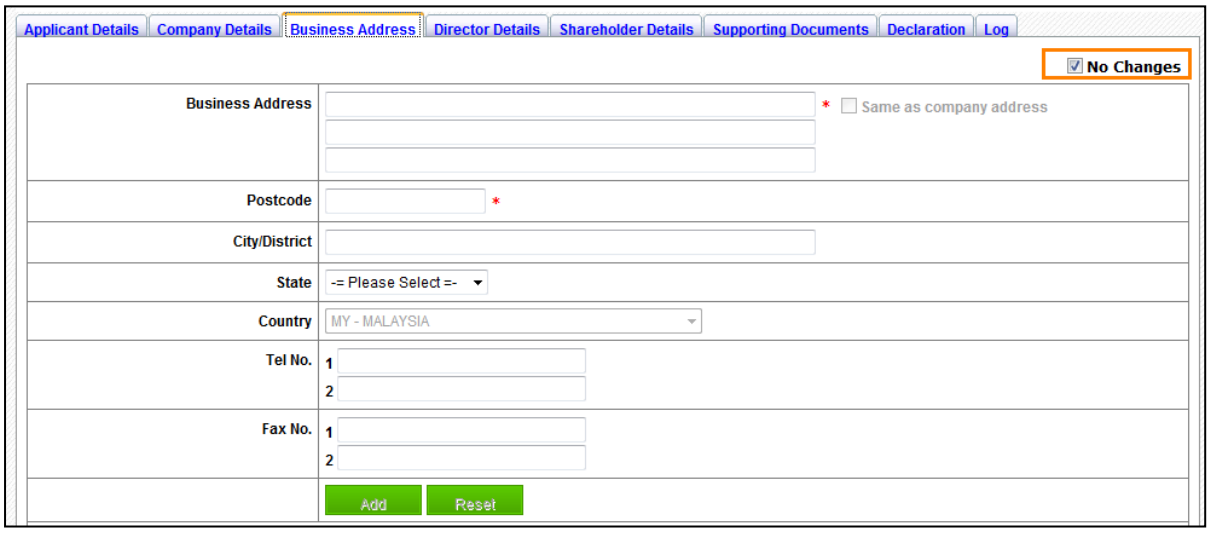
To renew the account, please follow the steps below:



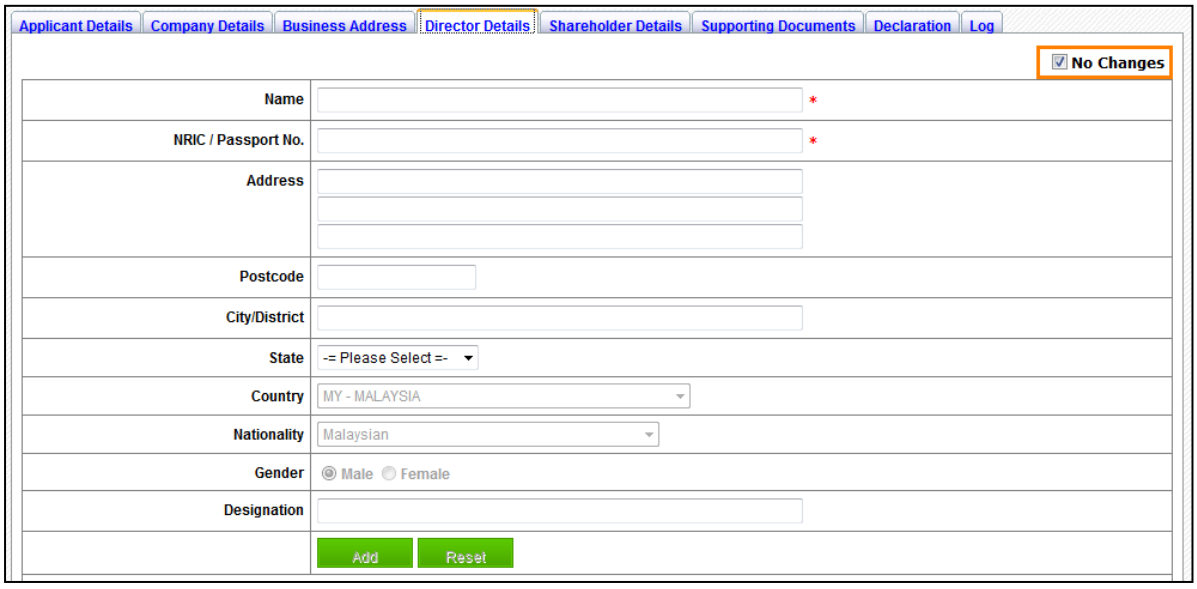
1. Click on the  button.
2. Company Details page will be displayed.



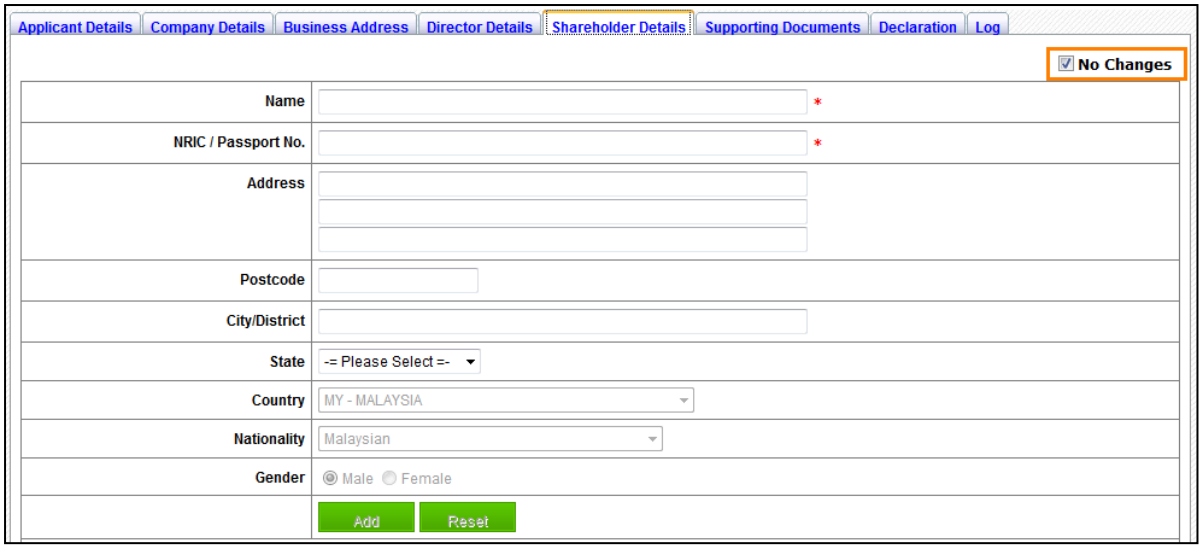
1. Select the checkbox ( ) if no changes is applicable.
2. Click on the Business Address tab, to display business address details page.



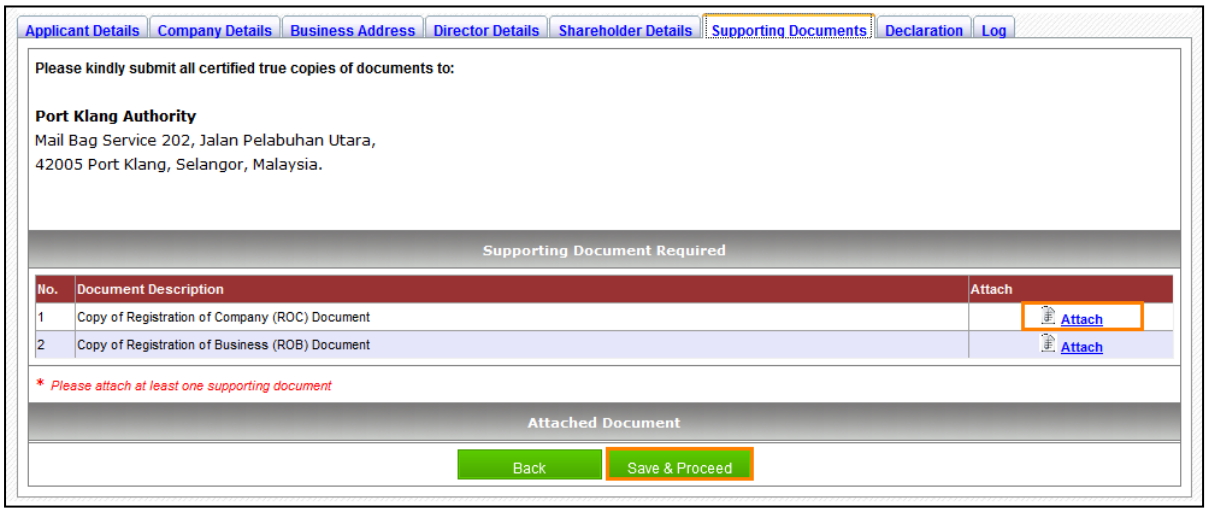
1. Select the checkbox ( ) if no changes is applicable.
2. Click on the Director Details tab, to display director details page.



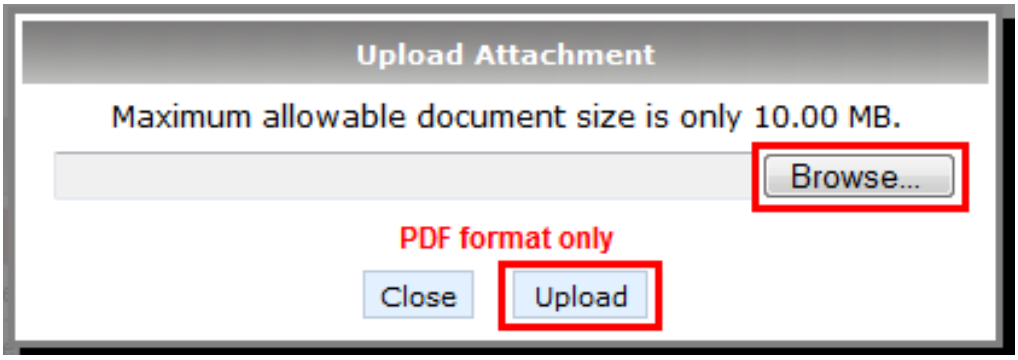
1. Select the checkbox ( ) if no changes is applicable.
2. Click on the Shareholder Details tab, to display shareholder details page.



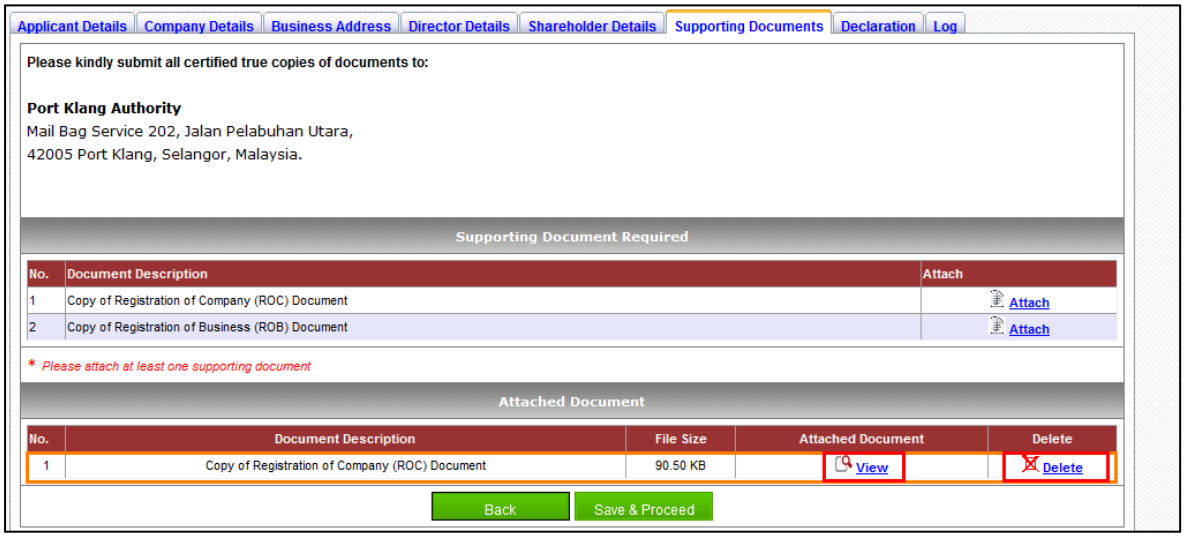
1. Select the checkbox ( ) if no changes is applicable.
2. Click on the Supporting Documents tab, to display page to attach document.



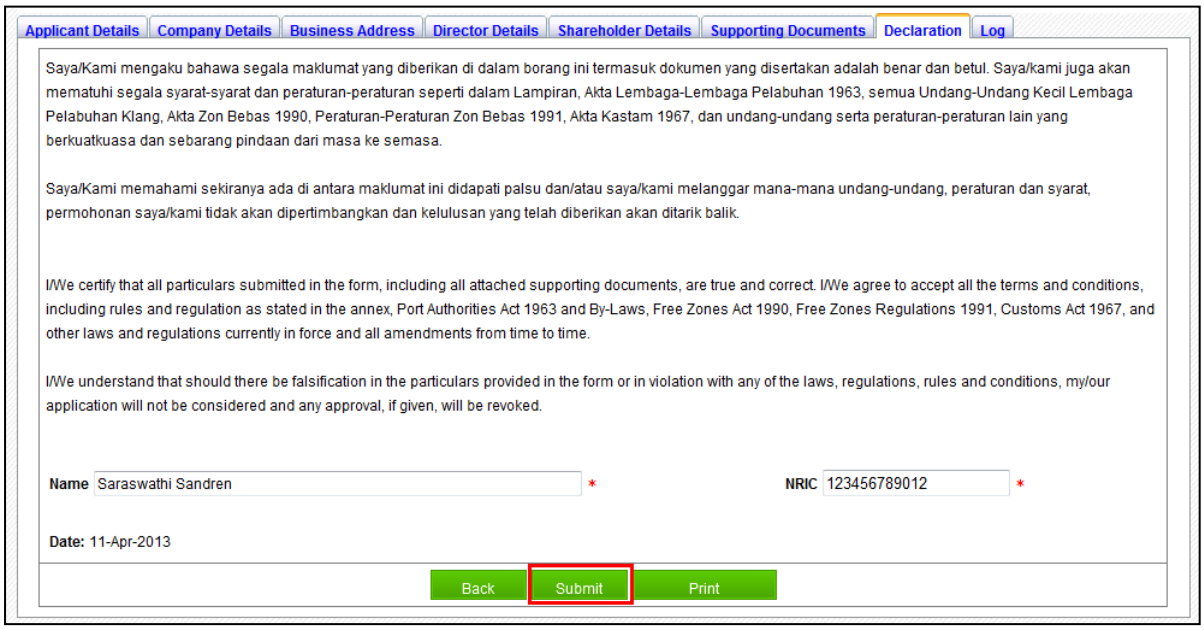
1. Click on the link.
2. A pop up window to upload ducoment will be displayed.



1. Click on the Browse... button.
2. A pop window to select the file will be displayed.
3. Select the file from directory.
4. Only the file with .pdf format and less than 10MB is allowed to attach.
5. Click on the Upload button
6. Attched file will be displayed in Supporting Documents listing.



1. Click on the link.
2. The attached file will be displayed for viewing.
3. Click on the link.
4. The attched file will be deleted from the listing.
5. Click on the button, Declaration page will be displayed.


Applicant Details
Company Details
Business Address
Director Details
Shareholder Details
Supporting Documents
Declaration
Log
Saya/Kami mengaku bahawa segala maklumat yang diberikan di dalam borang ini termasuk dokumen yang disertakan adalah benar dan betul. Saya/kami juga akan mematuhi segala syarat-syarat dan peraturan-peraturan seperti dalam Lampiran, Akta Lembaga-Lembaga Pelabuhan 1963, semua Undang-Undang Kecil Lembaga Pelabuhan Klang, Akta Zon Bebas 1990, Peraturan-Peraturan Zon Bebas 1991, Akta Kastam 1967, dan undang-undang serta peraturan-peraturan lain yang berkuatkuasa dan sebarang pindaan dari masa ke semasa.
Saya/Kami memahami sekiranya ada di antara maklumat ini didapati palsu dan/atau saya/kami melanggar mana-mana undang-undang, peraturan dan syarat, permohonan saya/kami tidak akan dipertimbangkan dan kelulusan yang telah diberikan akan ditarik balik.
I/We certify that all particulars submitted in the form, including all attached supporting documents, are true and correct. I/We agree to accept all the terms and conditions, including rules and regulation as stated in the annex, Port Authorities Act 1963 and By-Laws, Free Zones Act 1990, Free Zones Regulations 1991, Customs Act 1967, and other laws and regulations currently in force and all amendments from time to time.
I/We understand that should there be falsification in the particulars provided in the form or in violation with any of the laws, regulations, rules and conditions, my/our application will not be considered and any approval, if given, will be revoked.
Name Saraswathi Sandren *
NRIC 123456789012 *
Date: 11-Apr-2013
Back
Submit
Print

1. Click on the button, renewal application will be sent to PKA for approval.